

Staff Report

Agenda Item: 6b

Title: City Department Engagement Committee

☐ Action ☒ Discussion ☐ Informational

Date: October 27, 2015

Prepared By: Howard Blin, Community Engagement Manager

Attachments:

Requested Action

No action is requested, this item is for purposes of discussion.

Background

The City Department Engagement Committee met on September 29. A summary of the meeting is as follows:

- 1) **Comment Engagement Guidebook.** The committee reviewed a draft update of the guidebook the City developed in 2006. Work will continue on the update which will include a questionnaire on to provide guidance on engagement. The key question to be addressed by staff performing engagement is, who are the groups affected by the project or policy and how are they best reached?
- 2) **Department Engagement Expert Cohort.** The concept is to identify and train key staff in departments who would serve as the department expert in public participation methods. The most public facing departments (e.g. Public Works, Community Planning and Economic Development, Health and Regulatory Services) would be first to identify these experts. Currently, there is a group of staff from several departments who have received week-long training from the International Association of Public Participation (IAP2). This group has met informally to share ideas regarding participation methods. The concept is to expand the group with additional trained staff in more departments and formalize the coordination of practices.
- 3) **Additional Staff Training.** In addition to the expert cohort, less intensive in-house training will be provided to staff who participate in public projects. Topics to be covered include. Topics to be covered in the training sessions include:
 - Purpose of Public Participation
 - Developing a Participation Plan
 - Public Participation Techniques
 - Engagement with Cultural Communities
 - Informing the Public on How Their Participation was Used

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